

APPROVED MINUTES

Town of Mansfield
Communications Advisory Committee
September 14, 2009, 7:00 pm
Audrey P. Beck Building, Conference Room B

REVISED AGENDA

I. Call to Order: Meeting was called to order at 7:05 by Chairman T. Moran. Attending L. Fecho, A. Booth, R. Pellegrine, P. McGlamery (recording) J. Blyskal

II. Approval of Minutes: After brief discussion and amendments R. Pellegrine moved that the Minutes of July 20th be approved, A. Booth seconded. Minutes were unanimously Approved.

III. Public Comment: No Public Comment

IV. Old Business

A. Election of a New Chairperson: T. Moran announced her resignation and asked for nomination of a succeeding Chair. A. Booth nominated L. Fecho, R. Pellegrine seconded. L. Fecho was approved as Chair of the Communications Advisory Committee and immediately took leadership of the Committee. T. Moran thanked the Committee for their work and excused herself from the Committee and the Meeting.

B. Request to Council to Appoint a New Member and Alternate: L. Fecho will submit requests to the Committee on Committees to replace T. Moran and to serve as an Alternate.

C. Budget Process: No Changes

D. Communications Channel Inventory: This was postponed until after the Town Council Meeting of Oct. 13th.

E. Survey Results: The question was raised about a Town Survey. J. Russell report that after speaking with a number of Town staff it was agreed that the Town was pleased with the CAC survey and looked forward to the results. The Committee agreed that the steps required for a Report are:

1. Analysis of Survey (L.F. & A. B)
2. Produce a Report of the Year's Accomplishments
3. Narrative of Survey (J. B., R. P. & P. McG.)

F. Communications Policy Development: There is a need to articulate a

Communications Problem Statement. What is it?

V. New Business

A. Presentation to Town Council: Most of the meeting was devoted to this issue. L. Fecho will ask to get on the Town Council's Agenda for Oct. 13th to present a Preliminary Report. CAC recommends the the Final Report be presented by Dec. 14th. The Report will describe the Committee's work on:

1. Mission Statement
2. Goals
3. Survey
4. Policy

VI. Reports: None

VII. Communications: None

VIII. Agenda for the Next Meeting: P. McG made a motion to postpone the next meeting until Sept. 28; J. B. seconded and it was agreed and so moved.

IX. Adjournment: R. P. made a motion to Adjourn; A. B. seconded and it was agreed and so moved at 8:45.